



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Wednesday, September 29, 2010
POSITION TITLE:	Chief Information Officer	FINAL FILING DATE:	Tuesday, October 12, 2010 <i>or until filled</i>
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$13,381.00 / Month	BULLETIN ID:	09292010_5

POSITION DESCRIPTION

Under administrative direction of the Receiver and Receiver's Chief Deputy, the Chief Information Officer participates in strategic and operational governance processes of the Receivership as a member of the Executive management team. The Chief Information Officer provides vision and leadership for developing and implementing Information Technology (IT) initiatives. The Chief Information Officer directs the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality, and business development. This position is responsible for all aspects of the Receivership's IT systems and ensures continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance. In addition, this position provides leadership to the HITEC committee, a cross functional team of court executives who prioritize the various courts projects. This position provides leadership and direction for the Project Management Office that is responsible for managing all projects including both IT and non-IT.

Duties include, but are not limited to:

Lead IT and Project Management strategic, policy and operational planning including leading the HITEC committee to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization; identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.

Establish IT and Project Management goals, objectives, policies, and operating procedures that meet the needs of multiple federal courts.

Establish and communicate policies, and standards for acquiring, implementing, and operating IT systems.

Assess and make recommendations on the development or revision of policies and on the

improvement or reengineering of the IT and Project Management organizational structure.

Identify, approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems.

Keep current with trends and issues in the IT industry, including current technologies and prices; advise, counsel, and educate executives and management on their competitive or financial impact.

Promote and oversee strategic relationships between internal IT and Project Management resources, external entities, various federal courts, government, vendors, and partner organizations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the

confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience in strategic planning and execution.

Considerable knowledge of business theory, business processes, management, budgeting and business office operations.

Substantial exposure to data processing, hardware platforms, enterprise software applications, and outsourced systems.

Experience with systems design and development from business requirements analysis through day-to-day management.

Proven experience in IT and Project Management planning, organization, and development.

Demonstrated ability to apply IT in solving business problems.

Ability to set and manage priorities.

Exceptional service orientation.

Ability to motivate in a team-oriented, collaborative environment.

Working knowledge of standards in clinical applications such as HL7, CCHIT, Smowmed, LOINC, and RHIO.

Knowledge of state and federal privacy regulations.

Knowledge of HIPPA regulations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Information Officer**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, SACRAMENTO, CA 95812-4038
Allison Sanjo | (916) 445-1694 | Allison.Sanjo@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Selection Services, located at 501 J Street, Suite 350, Sacramento, CA.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which

this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>